**Shortcut & Function Keys for Excel**

**CTRL combination shortcut keys**

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| **Key** | **Description** |
| CTRL+PgUp | Switches between worksheet tabs, from left-to-right. |
| CTRL+PgDn | Switches between worksheet tabs, from right-to-left. |
| CTRL+SHIFT+( | Unhides any hidden rows within the selection. |
| CTRL+SHIFT+) | Unhides any hidden columns within the selection. |
| CTRL+SHIFT+& | Applies the outline border to the selected cells. |
| CTRL+SHIFT\_ | Removes the outline border from the selected cells. |
| CTRL+SHIFT+~ | Applies the General number format. |
| CTRL+SHIFT+$ | Applies the Currency format with two decimal places (negative numbers in parentheses). |
| CTRL+SHIFT+% | Applies the Percentage format with no decimal places. |
| CTRL+SHIFT+^ | Applies the Exponential number format with two decimal places. |
| CTRL+SHIFT+# | Applies the Date format with the day, month, and year. |
| CTRL+SHIFT+@ | Applies the Time format with the hour and minute, and AM or PM. |
| CTRL+SHIFT+! | Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values. |
| CTRL+SHIFT+\* | Selects the current region around the active cell (the data area enclosed by blank rows and blank columns).  In a PivotTable, it selects the entire PivotTable report. |
| CTRL+SHIFT+: | Enters the current time. |
| CTRL+SHIFT+" | Copies the value from the cell above the active cell into the cell or the Formula Bar. |
| CTRL+SHIFT+Plus (+) | Displays the **Insert** dialog box to insert blank cells. |
| CTRL+Minus (-) | Displays the **Delete** dialog box to delete the selected cells. |
| CTRL+; | Enters the current date. |
| CTRL+` | Alternates between displaying cell values and displaying formulas in the worksheet. |
| CTRL+' | Copies a formula from the cell above the active cell into the cell or the Formula Bar. |
| CTRL+1 | Displays the **Format Cells** dialog box. |
| CTRL+2 | Applies or removes bold formatting. |